



STANDARDS OF APPRENTICESHIP
adopted by

PIERCE TRANSIT/ATU LOCAL #758 APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
BODY REPAIRER, BUS		807.381-010	8000 HOURS
COACH HEAVY DUTY MECHANIC		620.281-050	8000 HOURS
FACILITIES MAINTENANCE MECHANIC		899.381-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
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APPROVAL:

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Committee Amended

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Standards Amended (review)

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By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Purpose of Program: The purpose of this program is to establish an on-the-job training program which will lead to the status of certified journey-level mechanics.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

This program shall comprise the area boundaries of the Public Transportation Benefit area (general Pierce County area).

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicant must be at least eighteen (18) years of age at the time of appointment as an apprentice mechanic.**
- Education: **a. High school graduate or GED equivalent plus 2 years mechanical schooling within the last five years, with a passing score of "C" or better. (Equivalent mechanic work experience may substitute for education on a year for year basis)**
b. Read and understand written instructions, equipment maintenance and repair manuals; write simple sentences; perform shop mathematical computations.
- Physical: **Meet basic physical standards: pass company required physical examination and must be able to safely maneuver 50 pounds.**
- Testing: N/A
- Other: **a. Must be able to provide documents which clearly show evidence of experience and education.**

Coach Heavy Duty Mechanic

- b. Be in possession of, or able to obtain a Class B Commercial Driver's License with a Passenger endorsement, within 90 days of the employment start date (same as apprenticeship start date).**

Facilities Maintenance Mechanic

- c. Be in possession of, or able to obtain a Washington State motor vehicle operator license, within 90 days of the employment start date (same as apprenticeship start date).**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt under WAC 296-05-405(1)(a).

B. Equal Employment Opportunity Plan:

Exempt under WAC 296-05-405(1)(a).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship will be approximately 48 months/8000 hours or 200 weeks of employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period for apprentices shall be 6 months/1000 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

There will not be more than one (1) apprentice to every six (6) journey-level mechanics in the Department.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	80% of journey-level rate or basic wage, whichever is higher
2	2001 - 4000 hours	85% of journey-level rate

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3	4001 - 6000 hours	90% of journey-level rate
4	6001 - 8000 hours	95% of journey-level rate

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Body Repair, Bus</u>	<u>Approximate Hours</u>
Covering all body, fender, floor, roof, and interior repair and replacement, glass replacement, vehicle painting, and all other work generally associated as herein contained.	
1. Basic Paint and Preparation: Stripping paint, sanding and scuffing (Understanding uses of and types of equipment), masking and surface preparation, paint finish care and maintenance (cleaning and polishing).....	600
2. Advanced Preparation and Paint: Body Shop tool and equipment, familiarization and safety, prepare sheetmetal work for painting by cleaning, leveling, filling and surfacing, small body repairs, dents and parts replacement, primer and paint application, spot refinishing and blending colors (color matching), refinish entire vehicle in low VOC paints, applying decals and strips.	2400
3. Component Removal and Replacement: remove, replace and align bolt on body panels, to include: fender, doors, bumpers, grills, deck lids, etc., remove and replace doorlock assemblies, window regulators, upholstery, glass and various interior components.	1000
4. Metal and Fiber Glass Repair: Correcting damaged sheetmetal and fiberglass, roughing and straightening damaged parts, welding, fabricating various types of metals using MIG, TIG, and stick welders, oxy-acetylene and plasma cutters, sheetmetal break, shear, forming equipment, etc., shrinking damaged metal, application of various body filler and resin, plastic welding and repair, urethane bumper repair.....	2800

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5. **Major Pulling and Structure Repair: Removal and replacing of weld-on panels, squaring and aligning complete body assembly.1000**
 6. **Estimation and Documentation: Estimation of damage, repairs, parts and labor costs, fleet management and documentation, fleet information system, shop procedures and safety, use of Mitchel Manuals, material use and cost, material purchasing.200**
- TOTAL HOURS: 8000**

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B. Coach Heavy Duty Mechanic:

1. Inspection..... 3 Months
Fleet Familiarization's 400 Hours
2. Component Rebuild 9 Months
Engine..... 500 Hours
Electrical 360 Hours
Cooling & Air systems 200 Hours
Transmissions..... 300 Hours
Differential..... 200 Hours
Miscellaneous..... 40 Hours

Sub-Total of 1 & 2..... 2,000 Hours
3. Center Lane 1 Year
Brakes..... 300 Hours
Suspension 300 Hours
Cooling air systems 300 Hours
Electrical 420 Hours
Engine..... 600 Hours
Miscellaneous..... 80 Hours

Sub-Total 2,000 Hours
4. Component Rebuild 1 Year

Electrical 420 Hours
Cooling & Air systems 300 Hours
Blowers, turbos, & heads..... 500 Hours
Transmissions..... 380 Hours
Welding..... 160 Hours
Wheelchair lifts 240 Hours

Sub-Total 2,000 Hours
5. Center Lane 1 Year
Transmissions..... 200 Hours
Differentials 200 Hours
Suspension 300 Hours
Engine..... 200 Hours

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Brakes.....400 Hours
Steering & axles.....300 Hours
Miscellaneous.....100 Hours
Electrical300 Hours

Sub-Total2,000 Hours

TOTAL HOURS: 8,000

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<u>C. Facilities Maintenance Mechanic:</u>	<u>Approximate Hours</u>
1. Orientation.....	200
a. Terminology	
b. Maintenance Procedures	
c. Safety procedures/fire safety	
d. Building codes	
2. Tool Usage and Care.....	1100
a. Hand tools	
b. Power tools	
c. Electronic controls/computer equipment	
3. Preventive Maintenance	700
a. Record keeping (work orders)	
b. Proper use of usable spare parts	
c. Inventory systems	
d. Purchase ordering procedures	
e. Quality control procedures	
4. Facility.....	3000
a. Interior structure	
b. Exterior structure	
5. Repair and Maintenance	3000
a. Equipment	
b. Machinery	
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify):

Minimum RSI hours per year, (see WAC 296-05-305(5))

Hours (Body Repair, Bus)	<u>144</u>
Hours (Coach Heavy Duty Mechanic):	<u>144</u>
Hours (Facilities Maintenance Mechanic):	<u>150</u>

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Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The standards for selection of apprentices shall be administered consistent with affirmative action and shall not be in conflict with any legislation pertaining to this subject. All applications for the Apprenticeship Program shall be considered on the basis of qualifications and meet the standard requirements established by Pierce Transit/ATU Local 758 Apprenticeship Committee for hourly employees.**
- 2. Apprentices will be governed by the Labor Agreement, Pierce Transit's Personnel Rules and Regulations, Maintenance Division Policies and Procedures, and the State of Washington Apprenticeship Council Rules and Regulations.**
- 3. Upon acceptance into the program the apprentice must be in possession of a "starter" or small set of tools consisting of:**

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a. Body Repairer, Bus

- (1) One (1) tool box with rollaway
- (2) One (1) combination screwdriver set
- (3) One (1) universal dolly
- (4) One (1) cross peen hammer
- (5) One (1) pick hammer
- (6) Two (2) 10R vise grip pliers
- (7) One (1) 9R welding vise grip
- (8) One (1) hacksaw
- (9) One (1) adjustable wrench
- (10) One (1) diagonal cutters
- (11) One (1) 12 Ft. measuring tape with metric
- (12) One (1) 16" speed file
- (13) One (1) sanding block
- (14) One (1) magnetic screwdriver with 6 tips w/torx tips
- (15) One (1) blowgun
- (16) One (1) flashlight
- (17) One (1) circuit tester
- (18) One (1) revel molding remover
- (19) One (1) door handle clip remover
- (20) One (1) door panel remover tool
- (21) One (1) channel lock, slipjointing pliers
- (22) One (1) combination wrench set: 1/4, 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16, and 1".
- (23) One (1) metric combination wrench set: 7mm, 8mm, 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 16mm, 17mm, 18mm, 19mm.
- (24) One (1) 3/8 driver metric socket set: 7mm, 8mm, 9mm, 10mm, 11mm, 12mm, 13mm, 14mm, 15mm, 16mm, 17mm, 18mm, 19mm.
- (25) One (1) 3/8 drive socket set: ratchet, 3" extension bar, 6" extenuation bar, 9 regular depth sockets: 3/8, 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, and 7/8. 9 deep sockets: 7/16, 1/2, 9/16, 5/8, 11/16, 3/4, 13/16, 7/8, 15/16.

Additional tools must be purchased by the apprentice as he/she progresses through the program. Upon completion of the program, the apprentice must possess a complete set of tools.

b. Coach Heavy Duty Mechanic:

- (1) One (1) 1/4 inch square drive socket set
- (2) One (1) 3/8 inch square drive socket set including SAE and metric sockets
- (3) One (1) 1/2-inch square drive socket set including up to 1 1/8 inch sockets
- (4) One (1) combination wrench set, 1/4 inch to 1 1/4 inch

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- (5) One (1) pair water pump pliers-9 1/2 inch minimum
- (6) Two (2) pair vise grip pliers-6 inch and ten inch
- (7) One (1) pair diagonal cutting pliers 6 inch minimum
- (8) One (1) pair long nose pliers 6-inch minimum
- (9) One (1) pair slip joint pliers 8 inch minimum
- (10) One (1) 12 piece punch, chisel and line-up set
- (11) One (1) 8 inch adjustable wrench
- (12) One (1) 12 inch adjustable wrench
- (13) One (1) hacksaw
- (14) One (1) standard blade screwdriver set, 1/4 inch to 1/2-inch blade
- (15) One (1) Phillips screwdriver set-#1, 2 and 3 tips
- (16) One (1) Hex key set
- (17) One (1) rolling wedge bar
- (18) One (1) eight-ounce ball peen hammer
- (19) One (1) sixteen ounce ball peen hammer
- (20) One (1) three pound hammer
- (21) One (1) fourteen inch pipe wrench
- (22) One (1) flashlight
- (23) One (1) Volt/Ohm meter
- (24) One (1) roll-away tool cabinet

Additional tools must be purchased by the apprentice as he/she progresses through the program. Upon completion of the program the apprentice must possess a complete set of heavy equipment tools, and a roll-away tool box with chest.

c. **Facilities Maintenance Mechanic:**

Upon acceptance into the program the apprentice must be in possession of a "starter" or small set of tools consisting of:

- (1) One (1) 1/4 inch square drive socket set
- (2) One (1) 3/8 inch square drive socket set
- (3) One (1) combination wrench set, 1/4 inch to 1 1/4 inch
- (4) One (1) pair water pump pliers-9 1/2 inch minimum
- (5) Two (2) pair vise grip pliers-6 inch and ten inch
- (6) One (1) pair diagonal cutting pliers 6 inch minimum
- (7) One (1) pair long nose pliers 6 inch minimum
- (8) One (1) pair slip joint pliers 8 inch minimum
- (9) One (1) 12 piece punch, chisel and line-up set
- (10) One (1) 8 inch adjustable wrench
- (11) One (1) 12 inch adjustable wrench
- (12) One (1) hack saw
- (13) One (1) standard blade screwdriver set, 1/8 inch to 3/8 inch blade

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- (14) One (1) Phillips screwdriver set - #1, 2 and 3 tips**
- (15) One (1) Hex key set**
- (16) One (1) flashlight**

Additional tools may need to be purchased by the apprentice as he/she progresses through the program. Upon completion of probation, the apprentice must possess a complete set of tools.

- 4. The Vice President Maintenance and Shop Safety shall assign the day to day responsibility for apprenticeship to the Maintenance Training Coordinator or designee.**
- 5. The shop supervisor on shift or his designee will be responsible for the supervision of the apprentices as a group.**
- 6. The instructor will be responsible for the supervision of apprentices while in the classroom.**
- 7. Apprentices will be required to complete and pass all shop and related supplemental training course assignments prior to advancement.**
- 8. All complaints shall be brought to the Training Coordinator who will attempt to resolve the complaint immediately. However, the Training Coordinator shall report all complaints to the Apprenticeship Committee at the next meeting whether resolved or not.**
- 9. Apprentices who are unsuccessful in the program will be returned to their former job classifications.**
- 10. Management and labor will abide by the Apprenticeship Committee's decision.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

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- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
1st quarter: January through March, by April 10

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- 2nd quarter: April through June, by July 10
3rd quarter: July through September, by October 10
4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

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4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

PIERCE TRANSIT/ATU LOCAL #758 APPRENTICESHIP COMMITTEE

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **Two management representatives and two labor representatives shall constitute a quorum.**

Program type administered by the committee: **INDIVIDUAL JOINT**

The employer representatives shall be:

**Mel Munsterman, Secretary/Coordinator
3701 96th St. SW
Tacoma, WA 98499**

**Dolores Cooper
3701 96th St. SW
Tacoma, WA 98499**

**Jeff Howle
3701 96th St. SW
Tacoma, WA 98499**

**Jay Rosapepe, Alternate
3701 96th St. SW
PO Box 99070
Tacoma, WA 98499**

The employee representatives shall be:

**Dennis Souza, Chairman
3701 96th St. SW
Tacoma, WA 98499**

**Dana Brundige
3701 96th St. SW
Tacoma, WA 98499**

**Mike Meginness
3701 96th St. SW
Tacoma, WA 98499**

**Cathie Parker, Alternate
3701 96th St. SW
Tacoma, WA 98499**

PIERCE TRANSIT/ATU LOCAL #758 APPRENTICESHIP COMMITTEE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Mel Munsterman, Training Coordinator
3701 96th St. SW
Tacoma, WA 98499**